

The University of Texas at San Antonio

Job Description

Job Title: Athletics Facilities Event Coordinator I
Code: 13552
Salary Grade: 55
FLSA Status: Non-Exempt
Department/Division: Specific to Athletics Department
Reports To: Facilities Coordinator II

Summary

- Function: To provide assistance in the daily operations management and administration of the Athletics facilities and events.
- Scope: Responsible for facility operations and asset security in compliance with University and Athletics Department policies and procedures.

Duties

- Typical:
 1. Provides early morning, evening and weekend operations management and administration in conjunction with the Athletics Events Facilities Coordinator II.
 2. Assists with event planning, coordinating services for events, along with event set-ups and teardowns.
 3. Assists in the training and supervision of facility managers and event staff.
 4. Schedules event staffing for assigned events, ensures staff are trained and processes invoices for service providers.
 5. Communicates information regarding event procedures, regulations and campus policies to customers and university community.
 6. Responsible for security of Athletics facilities.
 7. Provides assistance in the coordination and management of capital assets.
 8. Assists in coordination of preparation of facility areas for external programs, University programs, Athletic Department events and other activities inside the Athletics buildings.
 9. Maintains relations with on- and off-campus departments and service providers.
 10. Assists with repair of equipment and facility maintenance as assigned.
 11. Assists with budget tracking of maintenance and repair work orders and assists with budgeting for assigned responsibilities.
 12. Performs other duties as assigned.
- Periodic:

<ol style="list-style-type: none"> 1. Assists with departmental projects, as assigned. 2. Provides problem-solving solutions during events. 3. Helps track facility trends and updates to best practices in event management.
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Education

Required	Preferred
High School Diploma or GED.	Bachelor's degree.

Other Requirements

Required	Preferred
Excellent written and oral skills and the ability to work with diverse groups.	Current CPR, AED and First Aid certifications.
Criminal Background Check (CBC).	

Experience

Required	Preferred
One year of experience in facility management.	Two years of progressively experience in facility management.
Experience with facility maintenance issues.	

Equipment

Required	Preferred
Working knowledge of PC hardware and Microsoft Word, Excel and Outlook software, point of sale terminal, audio/visual equipment to include building-wide sound system, DVD player, audio and video tapes & CDs.	N/A

Working Conditions

Usual	Special
Work will be conducted in the office and on indoor and outdoor playing courts and fields	May involve work as a member of the skeleton crew during University holidays.
Ability to work with equipment and perform these tasks, including but not limited to: audio/visual equipment, light maintenance, climb ladder, assist with event set-up of tables, chairs, stage and sound, and rearrange fitness equipment.	

Supervision

Received	Given
General instructions and supervision from Associate Athletics Director and/or Facilities Coordinator II.	General supervision of assigned student staff.

Accuracy

Proficiency in all phases of duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.